

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**One Campbell Parkway**  
**East Wenatchee, WA 98802**  
**and**  
**Confluence Technology Center**  
**285 Technology Center Way**  
**Wenatchee, WA 98801**  
**March 24<sup>th</sup>, 2020**  
**9:00 am**

**Present:**

**Directors**

JC Baldwin, Director (via Zoom)  
Donn Etherington, Director (via Zoom)  
Rory Turner, Director

Jim Huffman, Director (via Zoom)  
Alan Loeb sack, Director (via Zoom)  
Mark Spurgeon, Director (via Zoom)

**Staff**

\*Jim Kuntz, Chief Executive Officer  
\*Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Director of Economic Development  
Craig Larsen, Business Development Manager  
Tricia Degnan, CTC Manager  
\*Sarah Deenik, Communications Coordinator  
Cami Harris, Executive Assistant

\*Trent Moyers, Director of Airports  
\*Pete Fraley, Legal Counsel  
\*Quentin Batjer, Legal Counsel  
Stacie de Mestre, Property & Facilities Mgr.  
Randy Asplund, Consultant

\*Jim Kuntz, Monica Lough, Trent Moyers, Sarah Deenik, Quentin Batjer, and Pete Fraley in person;  
others via Zoom.

**Guests:**

Ray Dobbs, City of Chelan (via Zoom)  
Allie Jordan (via Zoom)

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am; and due to the Covid-19 virus outbreak, the meeting was held at the Chelan Douglas Regional Port Authority office, the Confluence Technology Center, and via Zoom as previously posted in the required Public Meeting Notice.**

**Roll call was taken.**

**Addition to Agenda Items** – Kuntz requested the following items be added to the agenda under CDRPA Action Items:

- Reef letter – regarding waiver of minimum parking guarantees at Pangborn Memorial Airport.
- Subsplash lease – request to extend lease to September 30<sup>th</sup>, 2020.

**Conflict of Interest** – Commissioner Turner advised he may have a conflict of interest regarding agenda items: possible refunding of debt and the Subsplash lease.

**CDRPA CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of March 10<sup>th</sup>, 2020; and February 2020 Commission Calendar was presented and the following action was taken:

***Motion No. 03-12-20 CDRPA**  
Moved by: Mark Spurgeon  
Seconded by: JC Baldwin  
To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of minutes of March 10<sup>th</sup>, 2020 meeting; and February 2020 Commission Calendar, as presented.*

*Motion passed 6-0.*

**PORT OF CHELAN COUNTY PUBLIC HEARING:**

Commissioner Turner opened the Port of Chelan County Public Hearing at 9:21 am.

**POCC Resolution No. 2020-05 Concerning Surplus Property** – Kuntz presented Resolution No. 2020-05 declaring the Lineage North Node property surplus to the needs of the Port of Chelan County. In light of Washington State Governor Jay Inslee’s March 23<sup>rd</sup>, 2020 order concerning the Covid-19 virus and self-isolating, the public’s opportunity to comment may have been impaired. The Commission unanimously approved continuing the Public Hearing until the Regular Meeting held on April 28, 2020.

**An opportunity for public comment was provided; however no public comments were made. Public Hearing continued to April 28<sup>th</sup>, 2020. Any public comments during the continuance will be accepted.**

**CDRPA ACTION ITEMS:**

**US Forest Service Helipad Project – Lease Amendment No. 4** - Kuntz reviewed Lease Amendment No. 4 between the CDRPA and the US Forest Service. The amendment addresses three items: increases the lease rate; extends lease terms; and provides for the US Forest Service to reimburse the CDRPA for the helipad construction. Discussion ensued and the following action was taken:

***Motion No. 03-13-20 CDRPA**  
Moved by: JC Baldwin  
Seconded by: Mark Spurgeon  
To authorize the CEO to enter into Lease Amendment No. 4, subject to approval of one CDRPA Director, concerning any material changes to Lease Amendment No. 4.*

*Motion passed 6-0.*

**US Forest Service Helipad Project – Bid Award** – Kuntz presented the bids received for the US Forest Service Helipad Project. Rudnick and Sons, LLC is the apparent low bidder. Discussion ensued and the following action was taken:

***Motion No. 03-14-20 CDRPA**  
Moved by: Mark Spurgeon  
Seconded by: Jim Huffman  
To authorize the CEO to accept the Engineer’s recommendation that Rudnick and Sons, LLC is the apparent low bidder for the Helipad Project and award said bid in the amount of \$237,962.18, including tax, subject to the US Forest Service first having executed Lease Amendment No. 4.*

*Motion passed 6-0.*

## US Forest Service Helipad Project –Authorization to Award and Sign Contract

**Motion No.**  
Moved by:  
Seconded by:

### **03-15-20 CDRPA**

JC Baldwin

Mark Spurgeon

To authorize the CEO to award and sign the contract with Rudnick and Sons, LLC in the amount of \$237,962.18, including tax, upon receipt and acceptance of all necessary deliverables required by the contract from the contractor and further subject to the US Forest Service first having executed Lease Amendment No. 4.

*Motion passed 6-0.*

**US Forest Service Helipad Project – Establishing Overall Project Budget** – Moyers presented the overall project budget for the US Forest Service Helipad Project including contingencies. Discussion ensued and the following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

### **03-16-20 CDRPA**

Jim Huffman

JC Baldwin

To establish an overall project budget in an amount not to exceed \$297,582.00.

*Motion passed 5-1.  
Commissioner Etherington Nay.*

## **CDRPA Resolution No. 2020-06 Authorizing Grant Submittal to WSDOT Aviation**

**Division for the Waterville Airport** – Kuntz and Moyers provided information on submitting a grant request to WSDOT Aviation Division for the Waterville Airport. Discussion ensued and the following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

### **03-17-20 CDRPA**

Jim Huffman

JC Baldwin

To adopt Resolution No. 2020-06 authorizing a grant application to the WSDOT Aviation Division in the amount of \$184,783.50 and committing to a local match of \$20,531.50.

*Motion passed 6-0.*

## **CDRPA Resolution No. 2020-07 Authorizing Grant Submittal to WSDOT Aviation**

**Division for the Mansfield Airport** – Kuntz and Moyers provided information on submitting a grant request to WSDOT Aviation Division for the Mansfield Airport. Discussion ensued and the following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

### **03-18-20 CDRPA**

Jim Huffman

Mark Spurgeon

To adopt Resolution No. 2020-07 authorizing a grant application to the WSDOT Aviation Division in the amount of \$106,650 and committing to a local match of \$11,850.00.

*Motion Failed 4-2.  
Commissioners Baldwin & Etherington Nay.*

**CDRPA Resolution No. 2020-08 Authorizing Emergency Powers and Delegating Authority to the CEO in Response to the Outbreak of Covid-19** – Kuntz provided information on the need for Resolution No. 2020-08 authorizing emergency powers and delegating authority to the CEO in response to the outbreak of Covid-19. Numerous other government agencies are passing similar resolutions. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>03-19-20 CDRPA</b>
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To adopt Resolution No. 2020-08 authorizing emergency powers and delegating authority to the CEO in response to the outbreak of Covid-19.

*Motion Passed 6-0.*

**Parking at Pangborn Memorial Airport** – Reef (Republic Parking) recently requested Pangborn waive minimum guarantee parking fees for three months during the Covid-19 outbreak. Discussions ensued and the Board directed staff to renegotiate the contract with Reef to defer payments rather than waive. No formal action taken.

**Subsplash Lease at Pybus Incubator** – Kuntz provided an update on the Subsplash lease at Pybus. Subsplash requested an additional lease extension from June 30<sup>th</sup> to September 30<sup>th</sup> primarily due to Covid-19 outbreak and their ability to secure a new location. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>03-20-20 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Mark Spurgeon
	To extend the Subsplash Lease from June 30 <sup>th</sup> , 2020 to September 30, 2020.

*Motion passed 5-0.  
Commissioner Tuner abstained.*

**Note: Commissioner Turner left the room and did not participate in the discussion.**

## **CDRPA INFORMATIONAL ITEMS**

**Lineage North Draft RFP** – Kuntz and Asplund reviewed the draft RFP for the sale of the Lineage North Node. The criteria for the sale was reviewed and discussions ensued. The Board directed staff to continue working on the RFP and bring back to the Board at the April 28<sup>th</sup> meeting.

**Covid-19 Virus Update** – Kuntz provided an update on what the CDRPA is doing in light of the Covid-19 virus outbreak including limited staffing at the CDRPA and Pangborn, closing the CTC for two weeks, and keeping the Orondo River Park closed until further notice.

HOM Solutions, a tenant at the Olds Station Business Park, has requested a two month rent deferment as their carpet installation business has been impacted by the COVID -19 crisis. They are requesting a two month deferment (April & May) totaling \$6,783.26. The deferment will be paid back in full on or before December 15, 2020. Kuntz said he had the authority to grant said deferment, but wanted to brief the board.

**Repricing of Debt** – Lough reviewed the bond with Banner Bank for financing of the buildings at the Cashmere Mill District. Banner Bank will lower the bond interest rate to 2.49%. The Board directed staff to proceed with repricing of the bond. Repricing documents will be brought back for Board approval at the April 28<sup>th</sup> Board Meeting.

**Refunding of Debt** – Lough reported North Cascades Bank has offered the best rates to convert the unsecured note payable to Executive Flight to a 10 year privately held bond with an interest rate of 3%. The Board directed staff to proceed with the transaction. The new loan will be brought back to the Board for approval at the April 28<sup>th</sup> meeting.

**STAFF REPORTS & UPDATES:**

**Kuntz provided information and updates including:**

- Gigawatt update – CDRPA will get the property back on May 7<sup>th</sup>, per Judge order.
- Staffing update – hiring an assistant for de Mestre.
- Accor surety deposit update – after discussions, staff was directed to reduce the surety deposit requirement on the Accor lease to a total of two years of debt service (from \$650,000 to \$570,000). Staff will prepare a lease amendment and it will be brought back to Board at the April 28<sup>th</sup> meeting for approval.

**Lough provided information and updates including:**

- Discussion with Paul Jarvis of TVI Investments regarding CDRPA portfolio.

**Cridlebaugh provided information and updates including:**

- Worked with Representatives Schrier and Newhouse for assistance for small businesses in light of Covid-19 virus.

**Moyers provided information and updates including:**

- Reviewed Load Factor; down due to limited travel orders.
- Terminal Security & Capacity Projects are moving forward.
- Potential of Alaska Airlines parking airplanes at Pangborn if airplanes are grounded in light of the Covid-19 virus – airport has capacity for parking 34 airplanes. Board directed staff that parking to be at no cost to Alaska Airlines.

**Public Comment** – Ray Dobbs reported on the upcoming City of Chelan City Council Meeting on March 24<sup>th</sup>, 2020.

**ITEMS FROM BOARD OF DIRECTORS:**

**Commissioner Baldwin**

- Commissioner Loeb sack will be on the Columbia Basin Development League board instead of her.

**Cancellation of April 14<sup>th</sup>, 2020 Board of Director’s meeting** – due to the Covid-19 virus, the Board elected to cancel the April 14<sup>th</sup> meeting.


**The Chelan Douglas Regional Port Authority meeting was adjourned at 12:33 pm.**

Signed and dated this 28<sup>th</sup> day of April, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
\_\_\_\_\_  
JC Baldwin, Director

  
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Donn Etherington, Director

  
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Rory Turner, Director

  
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Jim Huffman, Director

  
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Mark Spurgeon, Director

  
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W. Alan Loeb sack, Director

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**One Campbell Parkway**  
**East Wenatchee, WA 98802**  
**March 10<sup>th</sup>, 2020**  
**9:00 am**

**Present:**

**Directors**

JC Baldwin, Director  
Donn Etherington, Director  
Rory Turner, Director

Jim Huffman, Director  
Alan Loeb sack, Director  
Mark Spurgeon, Director

**Staff**

Jim Kuntz, Chief Executive Officer  
Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Director of Economic Development  
Craig Larsen, Business Development Manager  
Tricia Degnan, CTC Manager  
Sarah Deenik, Communications Coordinator  
Cami Harris, Executive Assistant

Trent Moyers, Director of Airports  
Pete Fraley, Legal Counsel  
Quentin Batjer, Legal Counsel  
Stacie de Mestre  
Randy Asplund

**Guests:**

Reilly Kneeder, Wenatchee World  
Mike Mackey  
Ryan Ochoa, Eagle Creek Cafe  
Randy Asplund, Consultant  
Taryn Harris, Sport Gymnastics  
Sue Harris, Sport Gymnastics

Flint Hartwig  
Lenka Slapincka, Forte Architects  
Ellyn Freed, Forte Architects

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:02 am. Introductions were made.**

**Conflict of Interest – None.**

**CDRPA CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of February 25<sup>th</sup>, 2020; and Check Register Pages #2020-04-#2020-06 was presented and the following action was taken:

**Motion No.**

Moved by:

Seconded by:

**03-01-20 CDRPA**

Jim Huffman

JC Baldwin

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of minutes of February 25<sup>th</sup>, 2020 meeting; and Check Register Pages #2020-04-#2020-06, as presented.

Motion passed 5-0.

Commissioner Turner Arrived at 9:30 am.

## **PANGBORN MEMORIAL AIRPORT (PMA) CONSENT AGENDA:**

The PMA Consent Agenda consisting of Register Page #1932 was presented and the following action was taken:

*Motion No.*  
*Moved by:*  
*Seconded by:*

**03-02-20 PMA**  
Jim Huffman  
JC Baldwin  
To approve the Pangborn Memorial Airport Consent Agenda consisting of Register page #1932, as presented.

*Motion passed 5-0.*  
*Commissioner Turner Arrived at 9:30 am.*

## **PORT OF CHELAN COUNTY (POCC) CONSENT AGENDA:**

The POCC Consent Agenda consisting of Check Register Pages #2020-04-#2020-05 was presented and the following action was taken:

*Motion No.*  
*Moved by:*  
*Seconded by:*

**03-03-20 POCC**  
JC Baldwin  
Donn Etherington  
To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-04-#2020-05, as presented.

*Motion passed 2-0.*  
*Commissioner Turner Arrived at 9:30 am.*

## **PORT OF DOUGLAS COUNTY (PODC) CONSENT AGENDA:**

The PODC Consent Agenda consisting of Check Register Pages #2020-03-#2020-04 was presented and the following action was taken:

*Motion No.*  
*Moved by:*  
*Seconded by:*

**03-04-20 PODC**  
Mark Spurgeon  
Jim Huffman  
To approve the Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-03-#2020-04, as presented.

*Motion passed 3-0.*

## **PRESENTATIONS:**

**Ryan Ochoa, Eagle Rock Cafe** – Ryan Ochoa, owner of Eagle Rock Café, provided information on his new café that will be located in the Pangborn Memorial Airport Terminal Building. He outlined the items he plans to offer on the menu, as well as information on his beef jerky business. He plans to incubate his jerky business inside his café. Initially, the café will be open for all outbound flights Monday through Friday. He hopes to expand hours in the future, and plans to open the cafe in early May.

**Forte Architects** – Lenka Slapincka and Ellyn Freed of Forte Architects provided a presentation with adaptive reuse conceptual renderings for the Lineage buildings at Columbia and Orondo. Discussions ensued.

**CDRPA ACTION ITEMS:**

**Authorization to enter into a Land Exchange & Utility Easement with the City of Wenatchee** – de Mestre & Asplund reviewed the Lineage Land Exchange & Utility Easement with the City of Wenatchee. There are four elements in the agreement including a utility easement; access easement; land exchange; and parking agreement. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>03-05-20 CDRPA</b>
Moved by:	Mark Spurgeon
Seconded by:	JC Baldwin
	<i>To authorize the CEO to enter into a land exchange &amp; utility easement agreement with the City of Wenatchee-Lineage South Property Building H.</i>

*Motion passed 6-0.*

**Lineage Property Sale Update** – de Mestre provided an update on the sale of Building H including:

- Update on interested parties.
- RFP for building H will be brought back to the Board of Directors for review during an upcoming meeting.

**Commissioner Turner called for a 15-minute break at 11:00 am. Meeting reconvened at 11:15 am.**

**Corona Virus Discussion** – Kuntz provided updates and recent information on the Coronavirus and how it may impact our local economy, as well as upcoming CDRPA events and travel.

**Snow Removal Equipment** – Moyers provided information on the snow removal equipment needed at Pangborn. He reviewed the Engineer's estimate as well as funding sources (FAA AIP Grant, WSDOT Aviation Grant, and Local Match via Passenger Facility Charges). Discussion ensued and the following actions were taken:

<b>Motion No.</b>	<b>03-06-20 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	<i>To authorize the Director of Airports to accept the Engineer's estimate and place the plans &amp; specifications on file &amp; solicit bids.</i>

*Motion passed 6-0.*

<b>Motion No.</b>	<b>03-07-20 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Alan Loeb sack
	<i>To adopt CDRPA Resolution No. 2020-05 authorizing a grant application submittal to the WSDOT Aviation Division in the amount of \$77,778.00 and committing to a local match of \$77,778.00.</i>

*Motion passed 6-0.*



**Orondo River Park Management Plan** – de Mestre provided information Orondo River Park Management Plan with Chelan County PUD for 2020. Discussion ensued and the following action was taken:

<p><b>Motion No.</b>  <i>Moved by:</i>  <i>Seconded by:</i></p>	<p><b>03-08-20 CDRPA</b>  <i>Mark Spurgeon</i>  <i>Alan Loeb sack</i>  <i>To authorize the CEO to sign the Orondo River Park Management Plan with Chelan County PUD for fiscal year 2020.</i></p>
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*Motion passed 6-0.*

**Electric Vehicle Charging Stations** – Cridlebaugh provided information on a Department of Commerce Grant Opportunity for funding to install electric vehicle charging stations. Discussion ensued on potential locations for the stations as well as associated costs. The grant application is due in May, and staff will research firm costs on the installations of the stations with RH2 and bring back to the Commission for review prior to submitting the application. No action was taken.

**Pangborn Memorial Airport Land Lease Agreements** – Kuntz reviewed two land lease agreements at Pangborn Memorial Airport that require Board approval authorizing the Director of Airports to sign. The following actions were taken:

<p><b>Motion No.</b>  <i>Moved by:</i>  <i>Seconded by:</i></p>	<p><b>03-09-20 CDRPA</b>  <i>JC Baldwin</i>  <i>Alan Loeb sack</i>  <i>To authorize the Director of Airports to enter into a Land Lease Agreement with Dave &amp; Doris Stadler.</i></p>
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*Motion passed 6-0.*

<p><b>Motion No.</b>  <i>Moved by:</i>  <i>Seconded by:</i></p>	<p><b>03-10-20 CDRPA</b>  <i>Mark Spurgeon</i>  <i>Alan Loeb sack</i>  <i>To authorize the Director of Airports to enter into a Land Lease Agreement with Len Pugsley &amp; Ronnie Richardson.</i></p>
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*Motion passed 6-0.*

**PORT OF CHELAN COUNTY ACTION ITEMS:**

**Authorization to enter into a Land Exchange & Utility Easement with the City of Wenatchee** – This is the same agreement approved in Motion #03-05-2020 CDRPA and needs Port of Chelan County Commission approval as well. The following action was taken:

<p><b>Motion No.</b>  <i>Moved by:</i>  <i>Seconded by:</i></p>	<p><b>03-11-20 POCC</b>  <i>JC Baldwin</i>  <i>Rory Turner</i>  <i>To authorize the CEO to enter into a land exchange &amp; utility easement agreement with the City of Wenatchee-Lineage South Property Building H.</i></p>
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*Motion passed 3-0.*

## **CDRPA INFORMATIONAL ITEMS:**

### **Property "Deep Dive" Orondo River Park – Kuntz & Lough provided detailed information on the property including:**

- Map depicting park borders
- Recap of RCO Grants received
- Financials – History of Expenses & Revenues
- Ron Criddlebaugh reviewed the monthly visitation report

**CTC Surplus Property** – Kuntz & Degnan provided a list of property equipment located at the CTC that is no longer needed for Port business. Per Kuntz's Delegation of Authority, he has declared the property surplus.

**Executive Flight Building Car Rotation Program** – Moyers provided information on the new car rotation program. After the sale and removal of the Model T last month, a new classic vehicle will rotate in and out on a regular basis.

**Cherry Creek Media Digital Marketing Program** – Kuntz provided information on the digital marketing campaign with Cherry Creek Media. The program will focus on the Pybus Incubator space that will be vacated June 30<sup>th</sup> by Subsplash.

**City of Waterville Meeting** – Kuntz reported on the recent meeting with the City of Waterville he attended with Commissioners Turner, Commissioner Loeb sack, Ron Criddlebaugh, and Craig Larsen.

**Stehekin Caucus Meeting** – Kuntz reported on the initial meeting of the Stehekin Caucus.

## **STAFF REPORTS & UPDATES:**

### **Lough provided information and updates including:**

- Fibro lawsuit update including an update on the company's financials.
- Reviewed the US Bank Investment Report for February 2020.
- Badger Mt. Brewery update.
- Reviewing bonds and outstanding debts in light of lowered interest rates.

### **Larsen provided information and updates including:**

- Cashmere Mill District temporary lease for a portion of property south of Mill Road for bee storage.
- Precision Waterjet signed a Use Agreement through June for the parking lot at Lineage.
- Ultrapolymers update on space in IB#5.

### **Moyers provided information and updates including:**

- Changes in the Airport Overlay Zone.
- Terminal Security Project update.
- US Forest Service Helipad bids were recently opened. Will review bids and bring back to Commission at an upcoming meeting.
- Update on purchase of half-ton pickup.

### **Degnan provided information and updates including:**

- HVAC units installed at the CTC last weekend.
- New Tenant – Taylor Insurance
- Have five small offices available.

**Kuntz provided information and updates including:**

- Update on the Accor Surety Deposit.
- Public Records Request from Chelan Valley Marine.
- NCESD lot lease inquiry.

**De Mestre provided information and updates including:**

- Cashmere Mill District wetland update.
- Holiday Parks, a HVAC contractor, scheduled to evaluate the Executive Flight HVAC system.
- Chelan County PUD Service Center – scheduled to review building plans with PUD and Kuntz next week.

**Public Comment** – None.

**ITEMS FROM BOARD OF DIRECTORS:**

**Commissioner Huffman**

- Meeting tomorrow with new NCWEDD Executive Director Alyce Brown

**Commissioner Spurgeon**

- Attended the Wenatchee Valley Chamber Banquet.

**Commissioner Turner**

- Noted a potential future conflict of interest with a bank.

**Commissioner Baldwin**


- Update on recent CDTC meeting concerning a potential new road in Leavenworth.

**CALENDAR OF EVENTS:** Reviewed upcoming events and meetings.

**The Chelan Douglas Regional Port Authority meeting was adjourned at 1:15 pm.**

Signed and dated this 24<sup>th</sup> day of March, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**




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JC Baldwin, Director




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Jim Huffman, Director



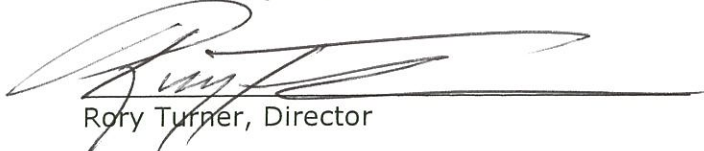

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Donn Etherington, Director




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Mark Spurgeon, Director




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Rory Turner, Director




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W. Alan Loebsock, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
PANGBORN MEMORIAL AIRPORT, WASHINGTON  
RESOLUTION NO. 2020-06**

**A RESOLUTION TO THE WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION  
AVIATION DIVISION GUARANTEEING GRANT  
MATCH MONEY AVAILABILITY**

**Whereas**, the Chelan Douglas Regional Port Authority of Washington is submitting an Airport Aid Application to the Washington State Department of Transportation (WSDOT) Aviation Division to accomplish pavement maintenance at the Waterville Airport.


**Whereas**, the total project funding is to be comprised of \$184,783.50 from the WSDOT Aviation Division and a mandatory local match amount of \$20,531.50 from the Chelan Douglas Regional Port Authority.

**Now Therefore**, be it resolved that the Board of Directors of the Chelan Douglas Regional Port Authority, supports this project and allocates these funds in the 2020/2021 budgets to fulfill the local match contribution requirement.

**This Resolution** shall become effective at the regular meeting of the Chelan Douglas Regional Port Authority, Washington, this 24<sup>th</sup> day of March 2020.

Passed by the Port Commission of the Chelan Douglas Regional Port Authority this 24<sup>th</sup> day of March 2020.

**BOARD OF DIRECTORS**

  
\_\_\_\_\_  
Rory Turner, Director

  
\_\_\_\_\_  
W. Alan Loebsock, Director

  
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JC Baldwin, Director

  
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Donn Etherington, Director

  
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Jim Huffman, Director

  
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Mark Spurgeon, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
PANGBORN MEMORIAL AIRPORT, WASHINGTON  
RESOLUTION NO. 2020-07**

**A RESOLUTION TO THE WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION  
AVIATION DIVISION GUARANTEEING GRANT  
MATCH MONEY AVAILABILITY**

**Whereas**, the Chelan Douglas Regional Port Authority of Washington is submitting an Airport Aid Application to the Washington State Department of Transportation (WSDOT) Aviation Division to accomplish pavement maintenance at the Mansfield Airport.

**Whereas**, the total project funding is to be comprised of \$106,650.00 from the WSDOT Aviation Division and a mandatory local match amount of \$11,850.00 from the Chelan Douglas Regional Port Authority.

**Now Therefore**, be it resolved that the Board of Directors of the Chelan Douglas Regional Port Authority, supports this project and allocates these funds in the 2020/2021 budgets to fulfill the local match contribution requirement.

**This Resolution** shall become effective at the regular meeting of the Chelan Douglas Regional Port Authority, Washington, this 24<sup>th</sup> day of March 2020.

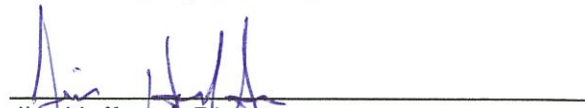
Passed by the Port Commission of the Chelan Douglas Regional Port Authority this 24<sup>th</sup> day of March 2020.

**BOARD OF DIRECTORS**

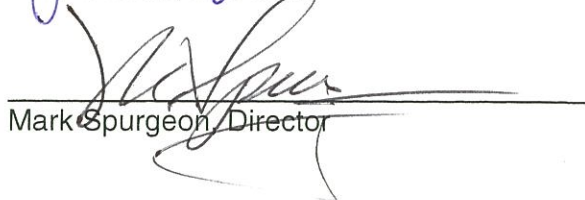
  
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Rory Turner, Director

  
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Donn Etherington, Director

  
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W. Alan Loebsock, Director

  
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Jim Huffman, Director

  
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JC Baldwin, Director

  
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Mark Spurgeon, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION 2020-08**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
AUTHORIZING EMERGENCY POWERS AND DELEGATING AUTHORITY TO THE  
CHIEF EXECUTIVE OFFICER IN RESPONSE TO THE OUTBREAK OF COVID-19.**

**WHEREAS**, the world is currently experiencing a novel coronavirus (COVID-19) outbreak;  
and

**WHEREAS**, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for COVID-19 beginning on January 27, 2020; and

**WHEREAS**, on February 29, 2020, the Governor of Washington State proclaimed that a state of emergency exists in all counties in the state of Washington for the COVID-19 pandemic, and directed state agencies and departments to use resources and to do everything reasonably possible to assist affected political subdivisions in an effort to respond to and recover from the outbreak; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared that the spread of the COVID-19 virus had created a global pandemic; and

**WHEREAS**, COVID-19, a respiratory disease that can result in serious illness or death, is caused by a virus easily spread from person to person; and

**WHEREAS**, COVID-19 has the potential to adversely affect the health of people in Chelan and Douglas Counties; and

**WHEREAS**, the Chelan Douglas County Health District reported that COVID-19 can result in serious impacts to the health and well-being of the public and could overwhelm the health and medical systems in Chelan and Douglas Counties; and

**WHEREAS**, Chelan and Douglas Counties have issued county-wide emergency declarations and access restrictions in response to the COVID-19 spread; the Chelan Douglas Health District has also formally activated its emergency response in response to the pandemic; and

**WHEREAS**, on March 23, 2020, Governor of Washington issued a statewide "shelter-in-place/quarantine" for residents of Washington State; and

**WHEREAS**, the CDRPA's employees are its most important asset and the CDRPA is not able to perform its public services without employees who are ready and available to perform their job duties; and

**WHEREAS**, on November 12, 2019, the Chelan Douglas Regional Port Authority (CDRPA) adopted Resolution No. 2019-18 providing delegation of authority to the Chief Executive Officer or his or her designee for matters related to administrative powers and duties; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Chelan Douglas Regional Port Authority as follows:

Section 1. Pursuant to Chapter 38.52 RCW, Chapter 53.19 RCW, and Title 53 RCW, the public advertising and competitive procurement requirements of state law and CDRPA policies and procedures are waived related to CDRPA contracts for the following purchases or leases related to impacts of COVID-19: (1) tangible personal property; (2) public works as defined by RCW 39.04.010; and (3) services, including professional or technical services.

Section 2. The Chief Executive Officer is authorized to make and adjust Human Resources Policies related to leave usage and other issues related to CDRPA employees as necessitated by the impacts of COVID-19 within applicable legal requirements.

Section 3. The Chief Executive Officer may make temporary (up to one year or the duration of the emergency) appointments of personnel to positions that directly respond to the emergency, when the urgency of filling positions prohibits examining applicants through the competitive process, and is immediately necessary for the protection of life and property.

Section 4. The Chief Executive Officer is authorized to respond to and take necessary action to follow directives and mandates from the Federal Aviation Administration in response to the impacts of COVID-19.

Section 5. The Chief Executive Officer shall, at the first Board meeting following the exercise of emergency powers described in this Resolution, request Board ratification of that action pursuant to the authority herein. The Chief Executive Officer shall continuously advise the Board of the developments of the emergency situation and the progress of any actions executed to address the emergency.

Section 6. The Board of Directors of the CDRPA further reserves its rights to issue such further orders as may be necessary to respond to the state of emergency declared by Chelan and Douglas Counties, the State of Washington, or the United States in response to COVID-19.

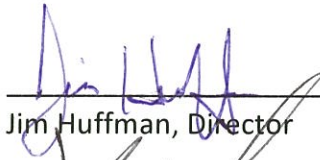
Section 7. This Resolution is not intended to establish a precedent for how similar emergency situations will be addressed in the future.

Section 8. This Resolution shall take effect immediately and be in full force and effect for the duration of the emergency or until the Board withdraws such authority.

**ADOPTED** by the Board of Directors of the Chelan Douglas Regional Port Authority this 24<sup>th</sup> day of March, 2020, and duly authenticated in open session by the signatures of the Board of Directors voting in favor thereof.



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JC Baldwin, Director



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Jim Huffman, Director



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Donn Etherington, Director



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Mark Spurgeon, Director



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Rory Turner, Director



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W. Alan Loebach, Director